



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 09/20/2016	Employee Requisition Number <div style="background-color: yellow; padding: 2px;">ER-16287</div>	JOB OPPORTUNITY	
Title/Position: VEHICLE SERVICE TECH			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: FLEET MANAGEMENT	Location: Okmulgee	Location Code: 52A	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	General Summary: The Fleet Vehicle Service Technician, under the supervision of the Fleet Management Manager, shall perform the duties necessary to ensure the general maintenance and repair of all Tribal Vehicles. Will assist in the vehicle log procedure.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Perform routine service inspections, maintain and repair vehicles, test and lubricate engines and other major components. 2. Execute basic care maintenance, such as oil changes and tire rotations, diagnose more complex problems, and plan and execute vehicle repairs. 3. Simple mechanical repairs. 4. Wash and detail all vehicles. 5. Unlock the Fleet Management Center and offices for daily operation. 6. Able to use computerized shop equipment and work with electronic components while maintaining their skills with traditional hand tools. 7. Must have an increasingly broad knowledge of how vehicles' complex components work and interact. 8. Locate, diagnose, and isolate the components or systems that might be the cause of the problem. 9. Use a variety of testing equipment to accurately and efficiently diagnose and repair vehicles on increasingly sophisticated automobiles. 10. Repair or replace worn parts before they cause breakdowns or damage the vehicles. 11. Critically examine belts, hoses, plugs, brakes, fuel systems, and other potentially troublesome items. 12. Operate a variety of tools including power tools; machine tools (ex. Lathes, grinding machines to rebuild brakes); welding and flame-cutting equipment to remove and repair exhaust systems; and jacks and hoists to lift cars and engines. In addition to common hand tools, such as screwdrivers, pliers, and wrenches. 13. Must adhere to all applicable safety rules and regulations. 14. all other duties as assigned.
Minimum Requirements:	1. Minimum Requirements – High School or GED with 5 years light



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	automotive mechanic experience using power tools, and general knowledge of car maintenance. Must possess basic air conditioning repair knowledge have great customer service
Preferred Requirements:	Indian Preference
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☒ Fumes or airborne particles ☒ Outside weather conditions ☒ Toxic or caustic chemicals
☐ Risk of electrical shock ☒ Vibration ☒ Loud Noise

Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.